

# **Criminal Background Checks**

## **ORI# KY920224Z**

Use the attached Fingerprint card. Have your fingerprints printed on it, it is printed with the KY Board of Pharmacy ORI #.

1. The fingerprint card should be mail directly to:

Kentucky State Police  
Records Branch  
1266 Louisville Road  
Frankfort KY 40601

2. Include a check or money order for \$34.75 made payable to Kentucky State Police.

### **INSTRUCTIONS:**

Do not fold or staple the fingerprint card

Take the fingerprint card for fingerprinting to:

Any Kentucky State Police Post or

Any local police station or sheriff's office trained to do fingerprinting or

United Parcel Services (UPS) mailing office or

Louisville Metro Corrections

Digital fingerprints are acceptable **IF** fingerprints are transferred to:

An electronic printout in the FD-258 format with the ORI number (KY920224Z)

An FD-258 fingerprint card and ORI number is placed on the card

All fingerprints must be rolled in black ink only.

Complete the following required fields of the fingerprint card: **MUST PRINT LEGIBLY**

Last, First, and Middle Name

Aliases

Signature and Residence of Person Being Fingerprinted

Date and Signature of Official Taking Fingerprints

Date of Birth

Citizenship

Sex

Race

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

### **Note:**

**1. All of the required fields listed above must be completed on the fingerprint card or the card will be returned to you for completion.**

**2. Fingers to be printed must be clean and dry. Wiping the individual's fingers with an alcohol swab and drying them should prevent perspiration from being a problem.**

**3. Roll each finger from nail to nail in the appropriate space taking care to lift each finger up and away after rolling, to avoid smudging.**

**4. Plain impressions are printed last, at the bottom of the card. The technician simultaneously presses the individual's four fingers (on the right hand), keeping the fingers together. The process is repeated for the left hand. Print both thumbs simultaneously in the plain impression thumb blocks.**